

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Public Works Division Director - Engineering	Job Code: 2415
Date: November 13, 2017	EEO Code: EX
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is professional engineering work and executive management of the Engineering Division, including duties as the City Engineer.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Public Works Director for the effective, efficient, and professional direction and oversight of all City civil and traffic engineering projects, and performs all activities under very general direction. The position functions as City Engineer, as required by statute.

ESSENTIAL DUTIES: Oversee development, implementation, and administration of all civil and traffic engineering projects; oversee all aspects of division programs, including planning and design, contract administration, quality control, budget management, policy development, and technical standards development; provide executive oversight on highly complex, major civil engineering and traffic engineering projects, according to general engineering principles and City standards; develop division-wide project management policies and procedures; oversee budget, scheduling, and implementation staging on all projects; ensure staff and project manager comply with applicable procedures and safety standards; ensure appropriate project documentation; resolve major operational problems; coordinate work between multiple agencies - both public and private; perform highly complex professional engineering services at all project levels.

Represent City on various ad-hoc committees or boards; coordinate with City officials and other government management personnel, including the Municipal Council, Mayor's Office, Planning Commission, and Board of Adjustments; prepare and present various statistical and analytical reports; serve on general design and project review committees and recommend projects for development; advise and represent the City in engineering matters.

Supervise, plan, and coordinate the work of assigned personnel; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact discipline or rewards as needed; make staffing decisions within the division, including hiring, firing, and training; prepare the division budget and monitor and approve division purchase orders and expenditures; maintain and review all work records, reports, documentation, and work specifications relating to engineering capital projects; maintain other records, as required by State statute; conduct complex research on a variety of ad-hoc assignments; perform duties of lower level engineers; perform other related duties as needed.

MINIMUM REQUIREMENTS: Bachelor's degree in Civil Engineering or a closely related field and five (5) years of experience as a registered professional engineer - three (3) years of which must have been in a supervisory capacity **OR** an equivalent combination of job-related education/training [substituting each one (1) year of post-secondary education/training for six (6) months of experience].


License(s)/Certification(s): A valid, lawful Driver's License is required. State Professional Engineer license is required (must be State of Utah within one year). Membership in the APWA, ASCE, NSPE, or an equivalent organization is desired.

SELECTION FACTORS: Knowledge of: current, advanced engineering principles and practices as they apply to planning and maintenance of roads, bridges, and other City projects; the principles and practices of municipal government administration, including departmental policies; techniques and methods of managing traffic flow; related laws, codes, rules, and regulations governing engineering functions; the operations, functions, and terminology common to civil engineering; basic English composition, spelling, and grammar. **Skill in:** advanced engineering computations; using CAD and surveying programs, tools, instruments, and equipment; engineering design and evaluation of highly complex engineering plans and specifications; interpersonal relations and management as applied to the direction and supervision of employees and in contacts with contractors, outside agencies and public officials; practicing trust-building behaviors. **Ability to:** communicate effectively, both orally and in writing, including while preparing and presenting highly complex reports; explain technical and engineering plans to non-technical officials and the public; effectively manage and supervise the activities and programs of assigned personnel; perform advanced field analyses; quickly and accurately perform work; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; develop and maintain effective working relationships with the public, coworkers, and superiors; demonstrate respect, integrity, courtesy, and kindness in all circumstances; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, calculator, survey equipment, and vehicle.

PHYSICAL DEMANDS: Requires moderate physical activity. Required to push, pull or lift medium weights (up to 50 lbs). Uncomfortable working positions such as stooping, crouching and bending. Walking through construction and development projects. Sitting at workstations for long periods.

ENVIRONMENTAL FACTORS: Requires exposure to dust, noise and periodic adverse weather at construction sites. Periodic exposure to high volume traffic areas and heavy construction equipment; frequent exposure to blueprint ammonia. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



Department Director

11/1/17

Date



Mayor/Chief Administrative Officer

11/13/17

Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.